

# Approving Additional Award Access Request

## 1 Introduction

When the Department of Energy's (DOE) Office of Science (SC) recommends a proposal for funding which results in an Award, the Principal Investigator (PI) and Sponsored Research Office/Authorized Representative/Business Official (SRO/AO/BO) listed on the proposal are the only users who have access to the Award in PAMS. Additional users from the institution may require varying levels of access to the award. Requests for access to an award are approved by either the Award PI or Award SRO depending on the level of access requested.

The purpose of this document is to provide step-by-step instructions for users to follow to approve award access requests.

## 2 Prerequisites

Before Approving the Award Access Request, the following criteria must be met:

- The user has an External PAMS account and is the Award SRO or the Award PI (depending on the level of access requested)
- An Award Access Request Task has been created

## 3 Approving Additional Award Access Request

Use the following steps to Approve an Award Access Request.

### 3.1 Approving Award Access Request



Award level access is "View Only" and is the minimum award level access. Various access for Progress Reports and Award Modification Requests can also be requested. All requests will go through an approval process. The Award PI will receive a task to approve access to Progress Reports and the Award SRO will receive a task to approve Award Modification Request access.

1. Navigate to the External PAMS login page at: <https://pamspublic.science.energy.gov/webpamsepxternal/login.aspx> (Figure 1).

A screenshot of the PAMS External Login page. The page has a blue header with the U.S. Department of Energy logo and the text "Office of Science Portfolio Analysis And Management System". Below the header, there are tabs for "Login" and "Award Search". The "Login" tab is selected. The main content area is titled "Existing User Login" and contains a login form with fields for "Username" and "Password", a "Login" button, and links for "Forgot Password" and "Forgot Username". To the right of the login form, there are sections for "New User Registration" with links "Search Solicitations" and "Create New PAMS Account", and "Other Links" with links "Award Search (i)", "Recommended Settings", "Contact Us", and "PAMS User Guide". At the bottom of the page, there is a "System Use Notification" section with a disclaimer about the system being a US Government Information System and a consent statement. The footer contains links for "Acceptable Use Policy", "Viewers And Players", "Contact Us", and "PAMS External User Guide", along with product and platform information.

Figure 1. PAMS External Login

2. Navigate to the Task tab at the top of the screen or under "Tasks Assigned to You" click on All Tasks (Figure 2).

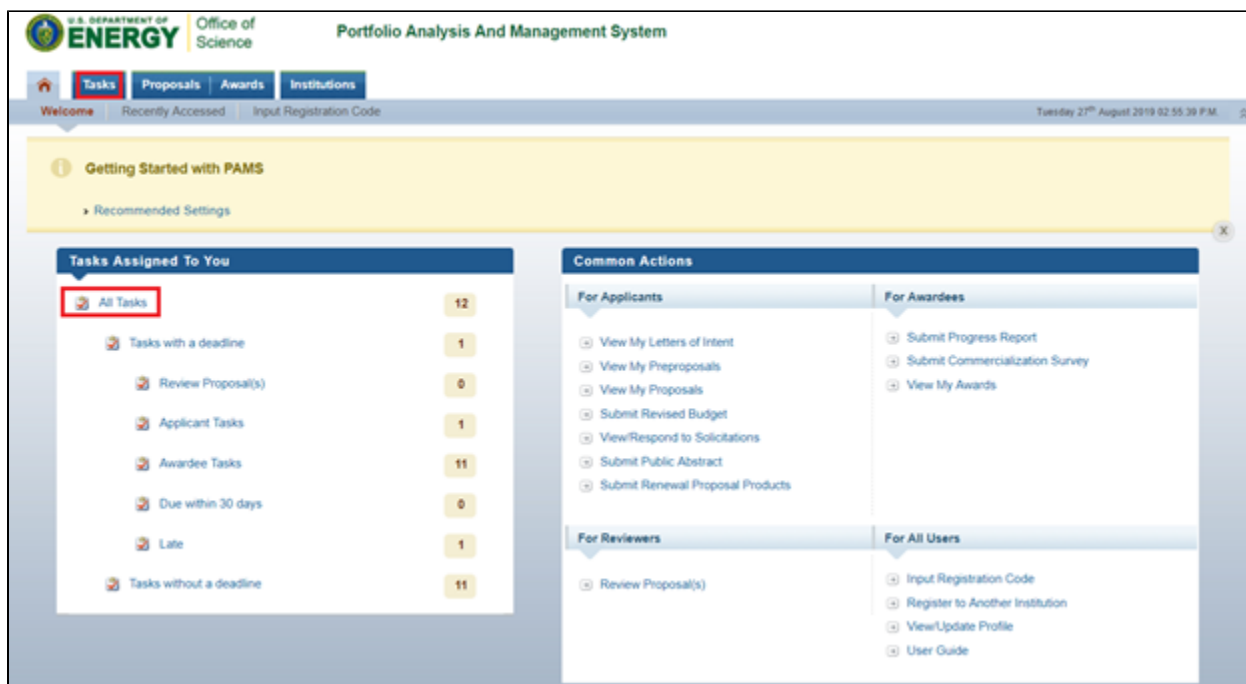


Figure 2. PAMS Home Page

3. A list of all pending task(s) will be displayed, click on “Approve/Disapprove Access” under the Options column on the grid (Figure 3).

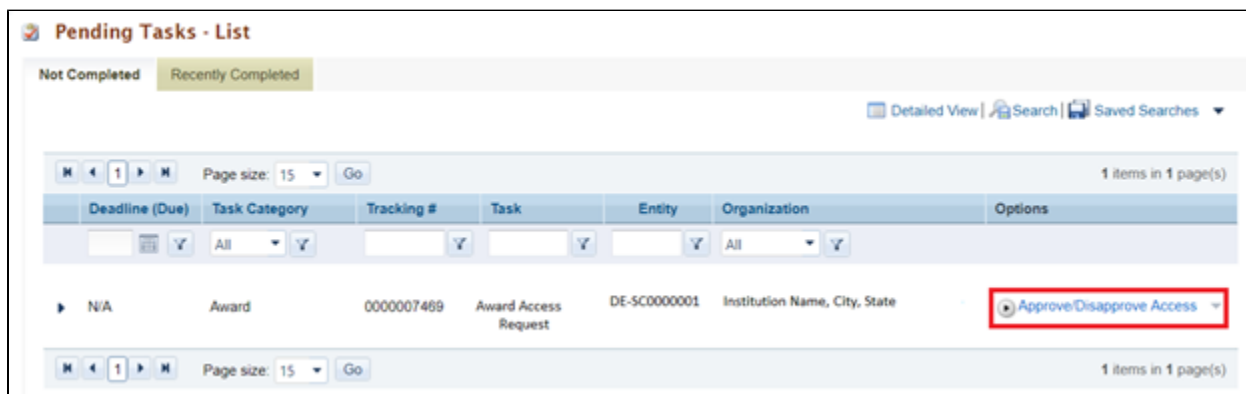
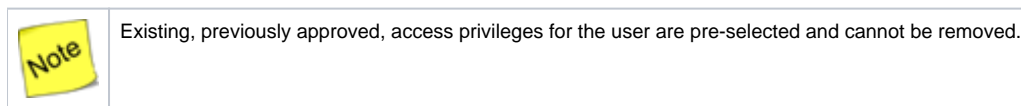


Figure 3. Pending Tasks – List

4. The Access Request will be displayed. You may approve without changes by selecting Approve, edit the level of access and selecting approve, or select Disapprove to deny the request. (Figure 4)



5. Once a decision has been made, click the Save and Continue button to confirm (Figure 4).

**Award Access Request - Progress Report**

The award access request is displayed below. You may approve, approve with changes to the access type, or deny the request. Existing access privileges for the user are ([View More](#))

Award Number: Award Title		Award Status: Inactive
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**Resources**

Requested By	
Name	First Name Last Name
Email	Email Address
Date Requested	09/17/2019 9:10 AM ET
Award Role	Other

Fields with \* are required

Access Requested	
Progress Reports <sup>(i)</sup> (must be approved by the PI or for SBI/R/STTR awards by the BO)	<input checked="" type="checkbox"/> View <sup>(i)</sup> <input checked="" type="checkbox"/> Edit <sup>(i)</sup> <input type="checkbox"/> Administer <sup>(i)</sup>
Award Level <sup>(i)</sup> (must be approved by either the PI or SRO/BO/IO)	<input checked="" type="checkbox"/> View Only <sup>(i)</sup>

**Action**

\* Decision

☐ Approve  
☐ Disapprove

Comments

Approximately 1/2 page <sup>(i)</sup> (Max 1000 Characters): 1000 Characters left.

Cancel Save and Continue

Figure 4. Award Access Request

6. You will receive a Success Message stating "Award Access Request reviewed successfully" (Figure 4).

**Award Access Request - List**

This page lists the Award Access Requests submitted by users who wish to access the Award folder in PAMS. If you want to search for a specific request, click the Search ([View More](#))

**Success:**  
Award Access Request reviewed successfully.

[Detailed View](#) | [Search](#) | [Saved Searches](#) ▼

Figure 5. Award Access Request – Success Message

7. The user will receive an email indicating if the request was approved or declined (Figure 6).



Figure 6. Award Access Request Email